

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Section 9--FMS Processing 1.1	EFFECTIVE DATE: 2/7/84
TITLE: Submission of Vouchers to Bureau of Fiscal Services	REVISION DATE: 2/17/95
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 2

POLICY

All voucher documents submitted to the Bureau of Fiscal Services (BFS) are required to be legible, written in ink or typed.

Delegated keyed vouchers are to be forwarded directly to the BFS Preaudit Section. Exceptions to this general procedure are described below.

PROCEDURES

To streamline the processing, we request your assistance as follows:

1. Utility Billings See also **CASH AND CHECK HANDLING 4.0 (Rush Checks)**.

Utility billings, with the exception of telephone bills, require special handling to avoid penalty payments. To avoid these penalties, BFS will process these vouchers as "next day checks." Write "Rush" in red in the upper-right corner of the "For" (Description) section of the Voucher Form AD-A-6. Organizations are to submit the AD-A-6 (original and pink copy), the DMS-138 with invoices attached, and remittance data directly to Gary West, Chief of Institution and Administrative Accounting.

2. State Building Trust Fund Voucher--Appn 490 and 495

Please refer to APP **Fixed Assets 2.02** for the processing of these vouchers. State Building Trust Fund invoices are to indicate "490-495" (written in red). Approval to pay should appear on the invoice and is to be signed and dated by the appropriate institution personnel. If the purchase order number does not appear on the invoice, please write the purchase order number on the invoice.

Please submit all material to the BFS capital projects coordinator, Institution and Administrative Accounting Section.

3. Refund of Revenue Vouchers

On certain occasions, we may have to return collected money to a person or entity from whom we initially received it. In most cases, the

transaction is processed using a DMS-138. If the transaction requires next day check processing, an AD-A-6 voucher is need and a DMS-138 identified as an IM Transaction. The coding on the AD-A-6 must be completed with a minus (-) sign before the dollar amount. Beneath the typed coding, the notation "Refund of Revenue" should be written in red.

4. Workmens Compensation (DHSS Liability)

Limited to the following organizations: Lincoln Hills and Winnebago. These vouchers require special handling to avoid penalty payments. To expedite processing, the DMS-138 vouchers hould bear the indication "W. C. Payment" (written in red) in the comments/notation section of the DMS-138. DMS-138's should be submitted to the BFS Payroll Financial Specialist by the 15th of the month, for the payment due the first day of the following month.

5. Travel Advance Vouchers

Please refer to **Travel 6.0** and **Travel 6.1** for information on travel advances.

All vouchers pertaining to travel advance and Requests for Travel Advance voucher preparation should be forwarded directly to your Lead Accountant in the Bureau of Fiscal Services. Each Lead Accountant will ensure travel advance files are maintained correctly, and the Department of Administration reports are analyzed on a monthly basis.

All documents repaying travel advances will be forwarded directly to your Lead Accountant in the Bureau of Fiscal Services.

6. Vouchers with Discounts to be Earned for Prompt Payment

- a. Institutions are to utilize their contingent funds to the maximum to take advantage of all discounts offered.
- b. In the event the contingent fund cannot be used and the discount earned exceeds the added processing costs incurred (approximately \$10.00), the documents should be processed marking them "RUSH" to take advantage of the discount. Organizations are to submit the AD-A-6 (original and pink copy), the DMS-138 with invoices attached and the remittance data directly to Gary West, Chief of Institution and Administrative Accounting.

REFERENCES

CASH AND CHECK HANDLING 4.0 (Rush Checks)
FIXED ASSETS 2.02 (Accounting for Delegated Projects)
TRAVEL 6.0 (American Express Corporate Card Program)
TRAVEL 6.1 (Travel Advances)

CONTACT PERSON

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